

August 2011



Your Monthly News Update

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### 2011 Annual Sponsor



The Insurance Exchange is one of the largest independent insurance agencies in the Mid-Atlantic region. We offer insurance coverage to businesses and individuals throughout the United States and abroad. Founded in 1967, The Insurance Exchange has grown from a small, local agency to a dynamic corporation dedicated to providing the best insurance solutions for our clients. Despite our growth, we retained our small business ideals and work with each client to design an individualized insurance program with an emphasis on value.

Our highly trained professionals provide exceptional, personalized service through the use of dedicated account teams. We bring together the pieces of the insurance puzzle to provide our clients with sophisticated insurance solutions utilizing all available options.



## President's Message

### Are You a Leader?

Dulles SHRM is looking for volunteers dedicated to advancing the HR profession, with expertise in the field and a passion for their work, to serve on the 2012 Board of Directors or a committee. As a volunteer leader, you will learn new skills, become an integral part of your HR community, gain a sense of achievement, increase your career options, enhance your network, make new friends, develop leadership skills... and much more. We welcome applications and inquiries from anyone who demonstrates leadership qualities and is committed to the mission of the Dulles SHRM chapter.

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*Keli Winter, President*

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### The Ideal Volunteer Leader:

Expresses a passion for helping the HR community and advancing the profession

Has leadership experience or shows potential for being a leader

Demonstrates initiative in learning and professional growth

*Volunteer to be on the 2012  
Board of Directors or a  
Dulles SHRM Committee*

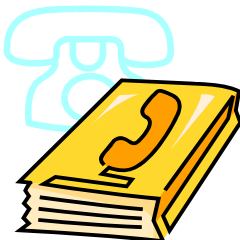
### Leadership Roles:

To learn more about the Dulles SHRM leadership roles, please review the Board of Director Job Descriptions at <http://www.dullesshrm.org/bonomdes.htm>

### Steps to Volunteering:

We ask everyone who is interested in serving on the 2012 Dulles SHRM Board of Directors or on a Committee, to complete a Willingness to Serve Form (along with a copy of your resume). If you are interested in serving or have any questions please contact Matt Nieman (President-Elect) at [niemanm@jacksonlewis.com](mailto:niemanm@jacksonlewis.com), Keli Winter (President) at [kwinter@secureit.com](mailto:kwinter@secureit.com), Linda Caporaletti Hoyt (Past President/VP Membership) at [lcaporaletti@hdmanet.org](mailto:lcaporaletti@hdmanet.org)

## Dulles SHRM Membership Directory



Dulles SHRM recently emailed our 2011 Dulles SHRM Chapter Membership Directory.

If you did not receive a copy, please contact Linda Caporaletti-Hoyt, Vice President of Membership, at [lchoyt@hdmanet.org](mailto:lchoyt@hdmanet.org).

If you have changes in contact information, please go to [www.dullesshrm.org/chapter\\_membership\\_update.asp](http://www.dullesshrm.org/chapter_membership_update.asp) to make any updates.




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*Mary Ann Kmetyk,  
Principal and founding  
partner in Applied  
Performance Strategies,  
Inc., a Maryland based  
consulting firm providing  
customized technical and  
employee development  
training since 1994.*

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**Please come join us!!!**

## Upcoming Events

### August Chapter Meeting—Breakfast Meeting August 17, 2011

Mary Ann Kmetyk, Principal, Applied Performance Strategies, Inc.

#### *Identifying the Needs of Those You Lead*

What if people had their needs written all over them? What if you could tell who wants greater independence vs. who wants a bit more structure and support? What if you could identify the strengths people bring to the job and leverage those strengths? What if you could learn what really motivates people, engages them and encourages them to do their best?

Would it change the way you lead?

It probably would. But people don't have their needs written all over them. Or do they?

There's a simple yet powerful model that enables leaders to identify needs, build effective relationships, and bring out the best in others.

Mary Ann Kmetyk, a principal with Applied Performance Strategies, Inc. will introduce four behavioral styles that describe how individuals approach their work, the strengths they bring to the workplace, what motivates them and what engages them as they work with others. Through this interactive video based presentation, you will learn:

1. How to identify the four primary behavioral styles
2. The key behaviors for interacting with each style
3. How to apply your understanding of behavioral styles to motivate and develop the people you lead

You'll discover your behavioral style, how others may perceive you in the workplace and how you can increase your effectiveness by recognizing the behavioral styles of the people you lead. You'll also learn about the pre and post training results from leaders in other organizations and how they are using their knowledge of behavioral styles to build effective relationships and bring out the best in others.

Learning objectives:

1. Explain the four primary behavioral styles using the DiSC Model.
2. Identify the characteristics and key behaviors for the four primary behavioral styles.
3. Identify how the four primary behavioral styles influence how managers lead others and how their behaviors may be perceived positively and negatively by others.
4. Apply the knowledge of behavioral styles to describe how to effectively motivate and develop others by recognizing their needs.

**When:** Wednesday, August 17, 2011

7:15 am – 8:00 am Registration and Networking

8:00 am – 8:30 am Breakfast and Announcements

8:30 am – 9:30 am Program

9:30 am – 9:40 am Door Prizes/ 50-50 Raffle / Wrap-Up

To register: [http://www.dullesshrm.org/chapter\\_meeting\\_reg.asp](http://www.dullesshrm.org/chapter_meeting_reg.asp)

## Upcoming Events

### September Discussion Group September 8, 2011

#### Hot Development Trends: Leadership Coaching At Any Level

Facilitated by Lori E. Ermi, SPHR, PCC

This discussion will cover Hot Development Trends: Leadership Coaching At Any Level. Four different models as alternatives to traditional 1:1 leadership coaching will be reviewed in an interactive and experiential overview. These unique programs provide the best of one-on-one coaching, training, peer coaching and team development. By aligning individual development goals with day-to-day performance, group coaching can maximize leadership growth while minimizing the time away from the job. Unlike traditional training which provides a lot of content at one time, leadership topics are explored in individual coaching, group meetings, and in the work environment.

Using experiential activities and visuals, we will cover:

- Overview of Leadership Coaching
  - ROI for differentiated development strategies
  - Training vs Coaching: What are the differences
  - Neuroscience of Leadership: The latest on sustainable behavior change
  - Leader As Coach: Coaching methodologies for emerging and mid-level managers
  - Group Coaching: Innovative program that brings the accountability model of a 1:1 engagement and incorporates peer coaching and assignments customized for the group. Perfect for high potentials. Also promotes a powerful learning community while creating a network.
  - Team Coaching: Team coaching differs from team building in that its basis is real world leadership challenges with the learning over a longer period of time than a one-time team building or retreat (~6 months or more). This allows for sustainable and measurable change and growth. A certified coach works with the leader while another coach is dedicated to the team.
  - Coaching-on-demand: Designed to provide 1:1 support to the client, but in a shortened and specific timeframe. Leaders will determine one leadership goal or a functional one-time issue that they need confidential support with, such as preparing for a board meeting, strategic planning, or dealing with difficult conversations
- Let's spend the time talking about the following – please come prepared with examples, problems and solutions to share!
- How to get coaching on the radar screen with CFO and other leaders?
  - How does neuroscience play into changing habits and creating new behaviors that increase effectiveness?
  - How does a coaching relationship at any level improve productivity?
  - What are the distinctions between training and coaching?

Date: Thursday, September 8, 2011

Time: 7:30 a.m. to 9:30 a.m.

Place:

Jackson Lewis  
10701 Parkridge Blvd., Suite 300  
Reston, VA 20191  
(703) 483-8300

To register: [http://www.dullesshrm.org/special\\_interest\\_group\\_reg.asp](http://www.dullesshrm.org/special_interest_group_reg.asp)

## Upcoming Events Continued....

### [VASHRM State Conference 2012](#)

**From:** Monday, April 23, 2012 8:00 AM  
**To:** Wednesday, April 25, 2012 12:00 PM  
**Location:** The Homestead in Hot Springs  
**Phone:**540.839.1766



### 2012 Virginia SHRM State Conference Registration is Open!

The Conference Committee has been working hard to open registration for the 2012 Virginia SHRM State Conference at The Homestead on April 23-25, 2012. Registration is now active, and we have a basic web site (we still need to add lots of info but it's a start).

We have decided to notify you about the availability of registration so that you can go ahead and inform your chapter members. We will send a broadcast email to all Virginia SHRM members as soon as the National Conference is over and the SHRM "blackout" for broadcast emails is lifted.

To access the conference web site, go to [shrmva.org](http://shrmva.org) and click on Conferences. Select "State Conference," then, select "VASHRM State Conference 2012," then, follow the links. We realize that we need a link on the home page and will eventually have one. Once someone has registered, he/she will get a confirmation email from the Registration Chair which will allow them to make a reservation at The Homestead.

We are looking forward to an exciting conference and will get more information to you soon.

Pam Thornton, SPHR  
State Conference Director  
Virginia SHRM State Council



**The Homestead**



# Be Extraordinary. Become Certified.

## Join the Dulles SHRM Study Group!



These are not ordinary times. An uncertain job market requires HR professionals to demonstrate added value to employers and set themselves apart from peers; in other words, to be extraordinary.

Maybe it's time you earn the PHR® (Professional in Human Resources) or SPHR® (Senior Professional in Human Resources) credential.

There's no doubt that certification opens doors to unlimited professional growth and advancement.

Our **12-week** study group is designed to make the process easier and more effective by combining the best exam preparation system with group facilitation and networking that enhances learning and retention.

The curriculum is designed by subject matter experts, covers the most up-to-date HR Certification Institute Body of Knowledge and ranks as the #1 certification preparation program.

### Why you should enroll

When you complete this program, you'll be prepared to take the PHR or SPHR exam with confidence. Year after year, professionals who use the SHRM Learning System to prepare for certification exams consistently beat the national pass rate.

***When asked if certification was worth the cost and effort, HR professionals, on average, attributed a personal ROI of 253% to personal certification. Over one-third believed the benefits were worth more than five times the cost, suggesting an ROI of 476%!\****

In addition to certification preparation, the SHRM Learning System helps participants develop a generalist point of view, refresh key ideas and concepts, strengthen their understanding of core competencies and increase productivity. Long after course completion, Learning System materials will serve as a valuable day-to-day operations manual, providing answers to a wide range of HR challenges.

### ***Invest in yourself.***

A recent study showed HR certified individuals are more marketable in their careers, serve in higher level job positions and enjoy a higher level of credibility.

"97% of employers report that it was very important or somewhat important for HR professionals to be certified. The vast majority of HR professionals believed it was important for people working in the field of HR to be professionally certified; specifically, 96% believed it was important and 58% believed it was extremely important."

*"The Value of HR Certification Around The World", Independent*

*"One of the benefits of taking a prep class is that you also get situational advice, which the exam is based on. Plus, you can discuss and learn your strengths/development areas from people who can help."*

Alison Delys, PHR

### Register now. Space is limited.

Prepare for certification with Dulles SHRM's SHRM Learning System study group. The study group will be held every Tuesday from 5:45-8:30pm starting September 13, 2011 until December 6, 2011 at Marymount's Reston campus. The cost is \$750 (with the SHRM Learning System materials) and \$350 (without the materials). For more information, contact AMY CIVILIKAS by sending an e-mail message to [abhood@comcast.net](mailto:abhood@comcast.net).



## What you'll learn

The SHRM Learning System® teaches the following six modules covering the HR Certification Institute's body of knowledge tested in PHR/SPHR exams.

- Strategic Business Management
- Workforce Planning and Employment
- Human Resource Development
- Total Rewards
- Employee and Labor Relations
- Risk Management

The SHRM Learning System is the #1 PHR/SPHR Certification preparation program.

## How you'll learn

The SHRM Learning System uses a blended format of printed workbooks and web-based study tools.

### Printed workbooks:

- Six print modules teach the HR Certification Institute Body of Knowledge tested in PHR and SPHR exams.
- Printed glossary of terms and subject index provided for each module.
- Easy-to-identify icons highlight key content and links to additional resources.
- SPHR Preparation Book specifically designed for SPHR candidates.



### Online tools with mobile access:

- Practice tests
- Flashcards
- Glossary
- Interactive case study



### Online Resource Center:

- HR Updates highlighting up-to-date legislative changes and new HR developments
- Free audio and webcasts to supplement each module
- Test-taking strategies for the HR Certification Institute exam
- Ask-The-Expert feature for individualized follow-up questions
- Links to key HR information cited in the modules
- Feedback feature
- "Plan to Pass" tools that guides your studies



## 2011 HR Certification Institute Exam Schedule

2011 Exam Dates	Spring Exam	Winter Exam
Exam Window	May 1—June 30, 2011	Dec. 1, 2011—Jan. 31, 2012
Regular Application Deadline	March 11, 2011	October 7, 2011
Late Application Deadline	April 15, 2011	November 11, 2011

For more information visit [www.hrci.org](http://www.hrci.org), call the HR Certification Institute at +1-866-898-4724 or send an email to [info@hrci.org](mailto:info@hrci.org).

## SHRM Foundation News

*Joe Sherrier, SPHR  
SHRM Foundation  
Representative*

***New Report!*** [Transforming HR Through Technology](#) Organizations that successfully adopt sophisticated HR technology, or e-HR, often outperform those that do not. This new report, sponsored by ADP, will help you to better leverage e-HR to transform your HR practices and market your HR brand.

***New DVD Program!*** [Once the Deal is Done: Making Mergers Work](#) Nearly two-thirds of mergers and acquisitions fail to meet expectations. This new DVD tells the story of a merger that did succeed: Bupa Australia, now the nation's largest privately managed health-insurance group. This video highlights Bupa's innovative and people-centric approach to the merger, and it identifies steps that all companies should take to ensure merger success.

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### *Additional resources:*

Visit SHRM's website at [www.shrm.org/foundation/](http://www.shrm.org/foundation/) for more information and SHRM Foundation news

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**Win a SHRM Learning System®!** Donate \$25 or more online between March 14th and April 1st and be entered to win. **WINNER ANNOUNCED: Congratulations Eric Rahn!**

### **The Link Between Performance Appraisal and Culture: An Examination Across 21 Countries**

This new research, funded by the SHRM Foundation, explores how the effectiveness of performance appraisal systems can vary as a function of a country's national culture. [Read more.](#)

### **Get Involved with the SHRM Foundation**

Periodically, the SHRM Foundation needs volunteers to assist in reviewing the content of publications and grant applications. In addition, the SHRM Foundation hires subject matter experts to write reports. To indicate your interest in these and other opportunities, please complete the [Get Involved Form](#) and return it to the SHRM Foundation.

View a complete list of [Foundation research grants and resulting publications from 1996-Present](#). The Foundation has funded more than \$2 million in research grants for 107 research projects over the past twelve years.





## Education and Useful Tools



### Book Review

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#### ***ASSIMILATING NEW LEADERS: THE KEY TO EXECUTIVE RETENTION***

By Diane Downey (with Tom March and Adena Berkman)

This book won the SHRM 2002 Book Award and is a helpful handbook for HR leaders working with top executives to develop an assimilation strategy or anyone adjusting to being a new leader in a company. Downey points out that many companies overlook a structured assimilation process for their top leaders. She suggests that an HR leader can act as a “touchstone” for the new executive to help assimilate and assure that organizational needs are being met.

The book is easy to read and organized into chronological sections. Part One describes the successful assimilation process and why it is so critical (cost of turnover, length of successful time, etc.). Chapter 3 in Part One gives tips for “pre-hire goals and actions” and can be used by any HR leader managing their own career transitions. Part Two further defines the process, and Chapter 5 in Part Two is full of guidance for coaching new leaders.

There are many practical checklists, charts, and other helpful navigations. This book is worth the investment (\$26.95 at the SHRM bookstore) for the appendix alone: The New Leader’s Handbook. If you’re managing your own career transition to a top leadership position, or coaching other executives, this handbook gives guidance every step of the way.

*Assimilating New Leaders: The Key to Executive Retention* was published in 2001 by AMACOM. Diane Downey is president of Diane Downey Associates International, a consulting firm that specializes in organizational change, helping new leaders assimilate, and executive development and coaching. (Submitted by Mary Lynn Billitteri, July 2003)

Note: We invite book reports from members on specialty or general interest publications related to the Human Resources field. Submissions are published in the monthly newsletter and posted on the Chapter website.

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*Guidance for  
Coaching New  
Leaders*

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## U.S. Export Control Laws and Regulations

### So, I'm an HR Manager, Why Should I Learn About U.S. Export Controls?

*by Keil J. Ritterpusch, Esq.*



U.S. Citizenship  
and Immigration  
Services

If your company hires even a single foreign national employee, your company is required, as of February 20, 2011, to be fully informed with regard to U.S. export control laws and regulations. This requirement originated with recent changes to the I-129 form issued by the U.S. Citizenship and Immigration Services ("USCIS") that is used by companies to apply for authority from the U.S. Government ("USG") to employ foreign nationals in the United States under all visa designations. For reference, foreign nationals who are not permanent residents of the United States--that is, foreign persons who are not Green Card holders or otherwise lawfully permitted to live and work in the United States permanently--can only work for a company in the United States if the foreign national possesses a valid visa sponsored by his or her employer.

Why is it, then, that you, as a Human Resources manager or director, need to learn U.S. export control laws and regulations? The answer is that you are the person within your company who is most often required to sign I-129 forms in order for your company to hire foreign national employees. Even when you are not required to sign the I-129 form, the company often relies on you to prepare the necessary paperwork associated with applying for the pertinent visa under the I-129 form. Whether the information you gather is provided to an outside counsel or to another person within your company who will sign the I-129 form on behalf of the company, it is clear that companies routinely rely on you, the HR manager or director, to ensure that all necessary information is provided in the I-129 form.

While the new export certification under the I-129 form should not fall on your shoulders, we have a strong feeling that the responsibility to make the I-129 export certification already has or will fall to you in the near future. Specifically, the export certification that is now required under the I-129 form is provided in Part 6. Part 6 of the I-129 form reads as follows:

#### Part 6. Certification Regarding the Release of Controlled Technology or Technical Data to Foreign Persons in the United States

With regard to the technology or technical data the petitioner will release or otherwise provide access to the beneficiary, the petitioner certifies that it has reviewed the Export Administration Regulations ("EAR") and the International Traffic in Arms Regulations ("ITAR") and has determined that:

1. A license is not required from the U.S. Department of Commerce or the U.S. Department of State to release such technology or technical data to the foreign person.
2. A license is required from the U.S. Department of Commerce and/or the U.S. Department of State to

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*If your company hires even a single foreign national employee, your company is required, as of February 20, 2011, to be fully informed with regard to U.S. export control laws and regulations.*

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## U.S. Export Control Laws and Regulations Continued....

release such technology or technical data to the beneficiary and the petitioner will prevent access to the controlled technology or technical data by the beneficiary until and unless the petitioner has received the required license or other authorization to release it to the beneficiary.

This means that by signing the I-129 form your company is certifying to the USG that it has read and understands the complicated U.S. export control regulations named, as well as the U.S. export control laws under which the regulations have been promulgated. Without understanding the requirements of the pertinent export control regulations and laws, how could your company certify accurately that it has reviewed the regulations and that a license is not required from either of the U.S. Departments of Commerce or State for technology released or technical data accessible to the foreign national employee?

Even if your company did review the EAR and the ITAR to determine if a deemed export license was needed from either the Department of State or the Department of Commerce, how certain are you that your analysis was correct? Do you have in-house export compliance expertise or have you relied on the assistance of outside export compliance experts? If you have not relied on internal or external export compliance experts in making the I-129 export certifications, how do you know that your due diligence was sufficient?

Did your company, or an outside expert, perform an analysis of all software and hardware used across the business and the services or products you provide in the commercial marketplace and determine if applicable technology related to the software or hardware is being or will be transferred to your foreign national employees? Did you assess whether the company possesses controlled technical data under the ITAR that is accessible by foreign national employees? Did the company perform a cross check as to whether controlled technology can be transferred to the foreign nationals' countries of origin--whether their last country of permanent residence or the countries where they hold citizenship? Did your company perform a check to make sure that the foreign national employee is not named on any of the lists published by various agencies of the USG of foreign persons who are prohibited from receiving U.S. exports? Finally, and most importantly, did your company fully document the analysis performed for each foreign national working under a VISA and place a copy of the analysis with supporting documentation in the foreign national employee's personnel file, with a copy in the central corporate export compliance file?

If the answer to any of the preceding questions is no, you should question whether your company performed sufficient due diligence under the applicable export control laws and regulations. The risk of very substantial penalties under the EAR and ITAR--up to \$250k per violation under the EAR and up to \$500k per violation under the ITAR--is far too high for your company to have any questions regarding whether your export analysis was correct and has been and is being documented properly. Moreover, if your company has not performed detailed analysis as to whether an export license is needed for your foreign national employees and documented said analysis in writing, how are you going to defend your decision not to obtain licensing should the Departments of Commerce or State come asking questions regarding your export compliance procedures?

If your company does not perform sufficient analysis of the regulations and document your findings, your company will be treated as a "willful violator" under the EAR and/or ITAR, should the Departments of Commerce and/or State later find that a license was needed contrary to the fact that your company checked Box 1 in Part 6 of the I-129 form. Your company will be found to be a "willful violator" because your company will have certified to the USG that you reviewed the EAR and ITAR and found that no license was required, yet you will have no record to prove that you performed any analysis. This will lead the Departments of Commerce and/or State to determine that you merely disre-

## U.S. Export Control Laws and Regulations Continued....

garded the rules intentionally.

For your reference, when a company is found to be a "willful violator" under the EAR or the ITAR, the company and its pertinent employees are subjected to potential criminal penalties above and beyond the civil penalties referenced above. These criminal penalties include additional fines up to \$1 million, as well as potential prison sentences of between 10 and 20 years for employees responsible for the company's intentional non-compliance.

With the foregoing in mind, you need to ask yourself whether your company is relying on you to be an expert on the U.S. export control laws and regulations. If the company did not rely on internal or external export compliance experts in making the export certifications in Part 6 of the I-129 form, it is highly possible that the company is relying on you as its export compliance expert. This is certainly the case if you sign the form and do not ensure that proper analysis is performed and documented. Likewise, if your company does not perform export compliance due diligence and document the same and someone else signs the I-129 form, you may still be considered your company's export compliance expert if you were otherwise responsible for completing the other portions of the I-129 visa application. Whether this other person is a member of senior management or an outside immigration attorney, you need to make sure that the company understands the importance of performing the necessary export due diligence and documenting the same properly. Doing so will save your company significant potential hardships in the future.

*The author is the Managing Partner of Pierson & Ritterpusch, LLP, a boutique law firm in Herndon, VA specializing in export controls compliance. For questions related to how to properly perform and document export compliance due diligence related to your company's I-129 export certifications, Mr. Ritterpusch can be reached at (703) 871-3990 or [kritterpusch@comspacelaw.com](mailto:kritterpusch@comspacelaw.com).*



**U.S. Citizenship  
and Immigration  
Services**

## Dulles Area HR Practitioners Looking for a Solution to Hiring Needs



Is hiring picking up for you? Are you looking for qualified candidates to fill your job openings? Candidates that have: leadership qualities, the ability to be flexible to work strongly in teams or independently, the ability to learn new skills and concepts, personal integrity and strong interpersonal skills? PLUS do you want a tax credit of up to \$4,800 for hiring someone like this?

If you answered yes to any of these questions then please keep reading!

The Work Opportunity Tax Credit allows some business to receive a potential tax credit by hiring qualified veterans. These veterans that may qualify a company for the credit are “disabled,” “unemployed,” or those who “qualify” for food stamps. There are different percentages and levels for credit depending on the type of qualified veteran that you hire.

Skill set areas include Project Management, Program Management, Administrative Assistant, Information Technology (such as Cisco, A+/Network+) and Labor.

For more information including on instructions on how to apply for this tax credit please visit:

<http://www.doleta.gov/business/incentives/opptax/>

And for more information on the work that Easter Seals is doing around helping veterans gain employment please visit:

[http://gwbr.easterseals.com/site/PageServer?pagename=DCMD\\_Veterans\\_Workforce](http://gwbr.easterseals.com/site/PageServer?pagename=DCMD_Veterans_Workforce)



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*Maia Lucier at*  
[maia.lucier@us.didata.com](mailto:maia.lucier@us.didata.com)  
571.203.4043

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## Get Involved

### Dulles SHRM *New Members*



Welcome New Members!

Kris Berkebile, FourthWall Media, Inc.  
Lauren Truchsess, CENTURY 21 New Millennium  
Pamela Burkett, Off Peak Training  
Jewell Lim Esposito, Constangy, Brooks & Smith, LLP  
Caroline Gaghan, SPHR, NATO  
Anne Ronald, PRH, General Dynamics IT  
Mallard Owen, Lindsey Business Group

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*“Members from  
Century 21, General  
Dynamics, NATO...”*

### Dulles SHRM *Membership Renewal*

Patricia Leyva-Martinez, Oakwood Temporary Housing  
Cynthia White, AVECtra  
Sylvia Secondo, AVE Dulles  
Patricia Leyva-Martinez, Oakwood Temporary Housing



Welcome Back to our members  
who have renewed their mem-  
bership!!!

## Get Involved Continued...

### Attention: Members in Transition

Did you know that Dulles SHRM has a special reduced rate for transitioning members? If you are a Dulles member and are currently in transition (AKA out of work), you pay only \$20 for each regular Dulles SHRM meeting. This is a reduction of \$20 from the already affordable \$40 per meeting! This is to assist our loyal chapter members and help keep you involved and active in the Chapter.

HR practitioners seeking a new position must keep current with the field – and what better place to do it than the monthly meetings sponsored by “Your Chapter of Choice”?! It also helps to let colleagues know about your availability and skill set at chapter meetings and discussion groups. We always encourage attendees to discuss HR openings, so this is a great way to learn about potential opportunities!

In order to take advantage of the reduced “Transitioning Member” rate, you must be a paid member of the Dulles Chapter. You’ll then need to fill out and submit a very brief Transitioning Member Registration Form that can be found at [http://www.dullesshrm.org/transition\\_reg.asp](http://www.dullesshrm.org/transition_reg.asp).

When you login to the Dulles site to register for a meeting, check the box that says “You are an approved Transitioning Member still in transition”. You will need to register and pay on line to take advantage of the \$20 rate.

If you have any questions, please contact Linda Caporaletti-Hoyt, Vice President of Membership. Her email is [lchoyt@hdmanet.org](mailto:lchoyt@hdmanet.org), or call her at 703-885-0215.

### Calling All Students

Dulles SHRM is excited to extend an invitation to any student to attend a Dulles SHRM meeting at no cost! We have space for one student per month on a first-come first-served basis.

Come join us and meet new people while getting great information on a variety of HR topics! Dulles SHRM is made up of friendly HR professionals, many of whom are great resources for students transitioning into the workplace.

Interested attendees should contact Maia Lucier at [maia.lucier@us.didata.com](mailto:maia.lucier@us.didata.com) or 571.203.4043. Additionally: If the student is a member of SHRM National, he/she may be eligible to become a Dulles SHRM member at no cost while they pursue their degree.



Networking  
Networking  
Networking

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*SHRM promotes the  
workforce  
development of HR  
professionals pursuing  
a master’s degree in  
Human Resources!*

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## Get Involved Continued.....

### Dulles SHRM - Your Membership of Choice

#### Have you renewed your membership for the New Year?



Ask a co-worker to join!

Membership in the Dulles Chapter will be accepted upon receipt of your National SHRM membership number. The Dulles Chapter is a 100% Chapter, i.e., all members are required to join National SHRM prior to joining the Dulles Chapter [Click Here](#) to find out how to join. Membership in the national organization must be maintained to continue Dulles SHRM membership.

NOTE: For new members who join during the 4th calendar quarter (October-December), paid dues cover the remainder of the current calendar year as well as the following calendar year. If mailing \$30.00 membership dues, mail payment to:

Treasurer  
Dulles SHRM  
P.O. Box 1249  
Herndon, VA 20172-1249

Membership Payment Related Questions: [Tim Kelly, CLU](#), Treasurer  
Other Membership Related Questions:  
[Linda Caporaletti-Hoyt](#), Vice President, Membership  
<http://www.dullesshrm.org/join.htm>

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*“ Sponsorship opportunities available!!”*

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#### Sponsorship Opportunities

We invite you to join us as a Dulles SHRM Sponsor, with additional opportunities to Advertise on our website and/or participate on our annual Holiday Party.

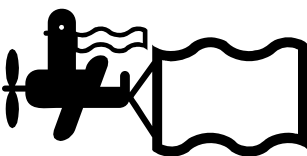
Dulles SHRM offers you and your company many ways to market your products and services to our members.

We have over 300 Human Resource professionals who are interested in hearing about what your organization has to offer.

Please consider one of the following sponsorship opportunities:

#### *\$300 Gold Program Sponsor*

- Acknowledgement of sponsorship on front page of Dulles SHRM web-site: including company name and level of sponsorship.
  - One Guest attendees at meeting.
  - Display table for literature/handouts in a designated area outside of meeting area.
  - Acknowledgement of sponsorship at Dulles SHRM monthly meeting.
  - 5-minute speaking opportunity during program.
- Receives current Membership Directory (final directory from previous year)



Gold, Platinum and Annual Sponsorship Opportunities.

## Get Involved Continued....

### *\$500 Platinum Program Sponsor*

- Acknowledgement of sponsorship on front page of Dulles SHRM web-site: including company name, level of sponsorship, and link to your company’s website for 30 days, beginning on the first day of the month..
  - Article placed on front page of Dulles SHRM web-site promoting services of sponsor.
  - Two Guest attendees at meeting.
  - Display table for literature/handouts in a designated area outside of meeting area.
  - Acknowledgement of sponsorship at Dulles SHRM monthly meeting.
  - 5-minute speaking opportunity during program.
- Receives current Membership Directory (final directory from previous year)

### *\$1500 Annual Sponsor (Limit One Per Year)*

- Acknowledgement of sponsorship on front page of Dulles SHRM web-site: including company name, level of sponsorship, and link to your company’s website for 30 days, beginning on the first day of the month..
  - Article placed on front page of Dulles SHRM web-site promoting services of sponsor.
  - Two Guest attendees at all meetings.
  - Display table for literature/handouts in a designated area outside of meeting area.
  - Acknowledgement of sponsorship at each DULLES SHRM monthly meeting.
  - 5-minute speaking opportunity during program at 3 monthly meetings.
  - Receives current Membership Directory (final directory from previous year)
  - Company logo on all DULLES literature (brochures, directory, web-site, meeting receipts)
  - Acknowledgement of sponsorship in Membership directory.
- Banner Ad located on web-site for year of sponsorship.



Sponsor and get your name on the front page of Dulles SHRM Website.

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*“Advertising Opportunities Available!!”*

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### Advertising Opportunities

\$250 for Dulles SHRM Member:  
Classified Ad on [www.dullesshrm.org](http://www.dullesshrm.org)  
Three (3) months.

\$350 for *Non*-Dulles SHRM Member:  
Classified Ad on [www.dullesshrm.org](http://www.dullesshrm.org)  
Three (3) months.



Caption describing picture or graphic.

## HR Career Opportunities

For details on this position and to see more available opportunities, go to:

<http://www.dullesshrm.org/cohropp.htm>

### Compensation Specialist

**Date Submitted:** 08/01/2011

**Location:** Herndon, Virginia

**Company:** Dimension Data

**Company Website:** <http://www.dimensiondata.com/rgn/na/Pages/Home.aspx>

### Description:

We are seeking a Compensation Specialist to join the team in our Herndon, VA location! The Compensation Specialist is responsible for several areas of compensation operations at Dimension Data through the Americas, with day-to-day responsibility for US and Canada.

Responsibilities include:

- Assists Director with analysis and design of incentive plans during compensation planning efforts.
- Responsible for incentive policy document production and maintenance
- Responsible for implementation of compensation plans and programs
- Assists with implementation and/or transition of plans and programs for new groups of employees to Dimension Data throughout the Americas.
- Produces and disseminates individual employee quota sheets.
- Monitors signatures on individual quota sheets and provides reports to management as needed.
- Works closely with Sales Operations and Finance to administer plans (with a focus on sales incentive plans)
- Assists with training and communication efforts.
- Works with compensation team and field HR team to ensure smooth compensation operations in a team environment and assist with various projects as needed.
- Stays abreast of compensation trends.

Ensure compliance with state and federal laws with particular emphasis on FLSA

### Requirements:

- Bachelor's degree preferred, with concentration in Business or Human Resources
- PHR, CMS or CCP certification a plus

#### Work Experience Required

- Minimum 5 years work experience in relevant field, preferably in Human Resources, Sales Operations or Finance.
- Minimum of 2 years of experience working with compensation programs/plans.

#### Skills and Core Competencies

- Strong MS Office skills, in particular Excel and Word
- Effective interpersonal, communication and influencing skills

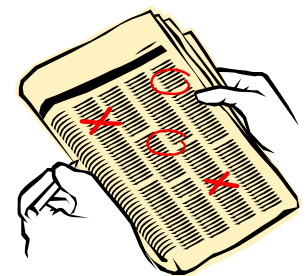
- Job Posting
- Resume Posting
- Professional Services Forum

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*To Submit a Post,  
please go to:*

[http://  
www.dullesshrm.org  
/career.htm](http://www.dullesshrm.org/career.htm)

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**Dulles SHRM - Your Chapter of Choice**

Dulles SHRM  
PO Box 1249  
Herndon, Virginia 20172-1249

Keli Winter, PHR - President  
Michelle Temple, PHR - Media Director



*Dulles SHRM's - Your Chapter of Choice Newsletter is the official newsletter of Dulles SHRM; Dulles SHRM's Newsletter is published monthly. Deadline for content submission, last Monday of every month.*

*Email submission requests to [michelle.temple@cgi.com](mailto:michelle.temple@cgi.com) Dulles SHRM is an affiliate of the [Society for Human Resource Management \(SHRM\)](#).*

*Chapter affiliate of the Society of Human Resource Management  
Proud to serve as your Chapter of Choice Since 1987*

*Thank you to our members...*

*Over 300 Top Human Resource Professionals in the Dulles Corridor  
Learn more at [www.DullesSHRM.org](http://www.DullesSHRM.org)*

**We welcome our August *Platinum Sponsor*, Capital Search Group**



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Specialties: Recruiting for Accounting & Finance, HR and IT. Our client base ranges from multinational publicly traded corporations to early stage VC funded companies in all industries. Thank you for our continued success - 75% of our business comes from repeat customers and client referrals. With over a century's worth of recruitment experience in the Greater Washing DC area, we are uniquely positioned to fulfill all your staffing needs.

